



**Please indicate how you would like to access the records**

<b>Access to Records</b>	
--------------------------	--

- Inspect the records in person**
- Paper copy of the record(s)**
- E-mail copy of the records (subject to file size)**
- Electronic Copy (USB)**

**Fees for processing of FOI requests, pursuant to O. Reg 823**

**Application Fee:** A \$5.00 application fee is mandatory for each request and cannot be waived. Each request based on property address or subject matter must be filed separately and the \$5.00 application fee is applicable.

**Search and Preparation Time:** Requesters are charged \$7.50 for every 15 minutes of municipal staff time to search, retrieve and prepare records.

**Copies of Records:** Requesters are charged for all copies. Copies cost \$0.25 per page or \$12.00 per USB.

**The \$5.00 application fee may be paid by: Cash, Debit or Cheque payable to the Town of Englehart**

**Mail or Hand Deliver your Request to:** Town of Englehart  
 Box 399  
 61 Fifth Avenue  
 Englehart, ON  
 P0J 1H0

*Personal information contained on this form is collected under Section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection should be directed to the Clerk*

I understand that the Town of Englehart will process my request in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and that I may be required to pay applicable fees for processing this request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> \$5.00 Application Fee Received	Date Application and Fee Received:
Received by:	
Comments:	